

BEHAVIOR PROVIDER QUALIFICATIONS

A DIDD Fully Approved Behavior Analyst is a professional providing behavior services who has been approved by the State Director of Behavioral and Psychological Services upon initial application or after the provisional period. For approval as a DIDD Fully Approved Behavior Analyst work products must be submitted that meet the criteria outlined in the Evaluation of Work Products section below.

A DIDD Provisionally Approved Behavior Analyst is a professional approved to provide behavior services through the DIDD for an initial six month period. There are two categories of professionals who may be approved provisionally.

Category I provisional providers have the required qualifications and have at least one of the credentials listed, but do not have work products that meet the Evaluation of Work Products criteria. During the 6th month of service provision, the Regional Office Behavior Analysis Director will evaluate the performance of the Provisional BA using the criteria listed in the Evaluation of Work Products section and recommend full approval, extension of provisional status, or revocation of approval to the State Director of Behavioral and Psychological Service who will make a final determination.

Category II provisional providers have submitted all of the necessary applications for one of the credentials listed below and have only to pass required examinations to be certified or licensed. The State Director of Behavioral and Psychological Services will provide approval as a DIDD Fully Approved Behavior Analyst upon receipt of the license or certificate.

QUALIFICATIONS

- 1) Completion of at least a Master's degree in behavior analysis, psychology, special education, or related field; and
- 2) A minimum of 15 credit hours of graduate level course work in behavior analysis; courses must have focus on teaching of behavior analysis, rather than more generic topics in the discipline for which the graduate degree was awarded. The courses should address the following issues in applied behavior analysis: ethical considerations; definitions, characteristics, principles, processes and concepts; behavioral assessment and the selection of intervention strategies and outcomes; experimental evaluation of interventions; measurement of behavior and displaying/interpreting behavioral data; behavioral change procedures and systems support (Adapted from the Behavior Analyst Certification Board ®); and
- 3) A minimum of 1500 clock hours supervised field experience in behavior analysis under the supervision of a behavior analyst. Supervision minimally consists of face to face meetings for the purposes of providing feedback and technical consultation for at least 5 % of the total hours worked. Practicums of 1000 hours may be accepted if they are primarily behavior analytic in nature and supervision is provided for at least 7.5% of those hours. Intensive practicums of 750 hours may be accepted if they are primarily behavior analytic in nature and supervision is provided for at least 10% of those hours. Behavior analysts with the following

credentials will be deemed as acceptable supervisors for an applicant who wishes to meet these criteria: Board Certified Behavior Analyst; Board Certified Behavior Analyst – Doctoral; Licensed Practicing Psychologist with practice in behavior analysis and therapy; Licensed Senior Psychological Examiner with practice in behavior analysis and therapy (Adapted from the Behavior Analyst Certification Board ®).

CREDENTIALS

- 1) Currently Board Certified Behavior Analyst (BCBA) or Board Certified Behavior Analyst – Doctoral (BCBA-D) by the Behavior Analyst Certification Board ®; or.
- 2) Currently Licensed in the State of Tennessee for the independent practice of psychology; or
- 3) Currently a Qualified Mental Health Professional licensed in the State of Tennessee with a scope of practice to include behavior analysis.

EVALUATION OF WORK PRODUCTS

Each applicant seeking approval as a DIDD Fully Approved Behavior Analyst must submit work products for review. Work products required for review are 1) One Behavior Services Assessment Report (BSAR) or Functional Behavior Assessment (FBA), 2) One Behavior Support Plan (BSP), and 3) Two Clinical Service Monthly Reviews (CSMR) or Progress Notes.

Work products will be judged on the following criteria:

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| <ol style="list-style-type: none">1) All Work samples are produced by the applicant2) Behaviors of concern are defined in measurable terms3) Baseline measures are provided4) Functional hypotheses are supported by analyses of direct and objective measures5) When direct measures are unavailable, provides a method for continued assessment6) Treatment procedures consistent with functional hypotheses7) Functionally equivalent alternative/replacement responses targeted8) Response to treatment reported in an objective and meaningful way including graphic displays of data.9) Measures of treatment responses depicted in relation to baseline measures10) Action steps to improve treatment are included in CSMRs or Progress Notes when a lack of progress is identified |
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Work products submitted with initial applications will be reviewed by the State Director of Behavioral and Psychological Services. Applicants who meet the Qualifications and Credential criteria listed above and have work products meeting all of the criteria listed above may be initially granted approval as a DIDD Fully Approved Behavior Analyst. Applicants who meet the Qualifications and Credential criteria, but do not meet the work products criteria may be granted approval as a DIDD Provisionally Approved Behavior Analyst if deemed appropriate by the State Director of Behavioral and Psychological Services.

A DIDD Approved Behavior Specialist (Temporary) is a professional providing behavior services seeking to become a BCBA with a limited scope of practice. Persons in this status may only work as an employee of an existing agency and under the supervision of a DIDD Fully Approved Behavior Analyst. DIDD Approved Behavior Specialists (Temporary) are approved to provide services through DIDD based upon the qualifications below. The approval status shall remain for 18 months at which time the individual shall have achieved at least one of the above credentials or will no longer retain the status of DIDD Approved Behavior Specialist (Temporary).

QUALIFICATIONS:

- 1) Completion of at least a Master's degree in behavior analysis, psychology, special education, or related field;
- 2) A minimum of 9 credit hours of graduate level course work in behavior analysis; courses must have focus on teaching of behavior analysis, rather than more generic topics in the discipline for which the graduate degree was awarded.

A DIDD Approved Behavior Specialist is a professional providing behavior services with a limited scope of practice. DIDD Approved Behavior Specialists may only work as an employee of an existing agency and under the supervision of a DIDD Fully Approved Behavior Analyst. DIDD Approved Behavior Specialists must have the following credential.

CREDENTIAL

- 1) Certification by the Behavior Analyst Certification Board (BACB)® as a Board Certified Assistant Behavior Analyst (BCaBA).

Initial applications for DIDD approval will be reviewed by the State Director of Behavioral and Psychological Services. The director will verify that criteria for approval have been met and provide a letter stating its approval/disapproval.

Revocation of DIDD approval may be executed by the State Director of Behavioral and Psychological Services when a provider has problems of conduct that require placement on the Tennessee Sex Offender Registry, Abuse Registry, Felony Registry, OIG Registry, or is substantiated for Abuse, Neglect, or Mistreatment through the DIDD Incident and Investigation System. If a behavior service provider's approval is revoked because of a substantiated DIDD investigation, the provider may re-apply to the Statewide Behavior Support Committee for approval with an explanation of the substantiation and an appeal to be reinstated. The Statewide

Behavior Support Committee will review the circumstances of the case and the overall performance of the behavior analyst in making its determination to approve/disapprove the re-application. Decisions of the Statewide Behavior Support Committee will be final.

Revocation of DIDD approval may also be executed by the State Director of Behavioral and Psychological Services when a provider has had repeated instances of poor performance. Instances of poor performance will be documented by the Regional Behavior Analyst Director and presented to the State Director of Behavioral and Psychological Services for a determination. A list of concerns regarding poor performance is provided below.

- 1) A pattern of completing work products that do not meet the quality criteria listed above for work samples.
- 2) A pattern of not completing work products according to established timelines.
- 3) Multiple occurrences of implementation of restricted interventions without proper consent and approval (NOTE: Single instances are subject to sanction).
- 4) A pattern of instances of implementation of procedures in the absence of objective direct measures supporting the procedures or reasonable explanation for the rationale for implementation of procedures in the absence of objective direct measures (e.g. a high severity/low frequency response needing immediate intervention with intentions to continue appraisal and modify the plan as indicated upon collection of a sufficient quantity of data).
- 5) A pattern of instances of continued implementation of procedures in the absence of objective direct measures supporting effectiveness of the procedures and an absence of an explanation supported by objective information (e.g. the behavior service provider is implementing a number of plans for durations of six-months or more that demonstrate no desired change in reduction targets, but the BA provides no indication of a plan to modify procedures/conditions to increase the likelihood of effectiveness).
- 6) A determination that information provided on the initial application is false.
- 7) Recurrence of performance issues subsequent to the specific class of performance issues having been addressed with mandatory technical assistance.

If a behavior service provider's approval is revoked because of poor performance, the provider may re-apply to an ad hoc committee composed of members of the Statewide Behavior Support Committee, the State Director of the Office of Health Services, and DIDD General Counsel with an appeal to be reinstated. The ad hoc Committee will review the appeal and make a determination to approve/disapprove the re-application. Decisions of this ad hoc Committee will be final.

The Statewide Behavior Support Committee is composed of the State Director of Behavioral and Psychological Services, who serves as the chair, and the three Regional Behavior Analysis

Directors. The chair and at least two members constitute a quorum. Determinations are made by a simple majority of the committee members. In the event of a tie, the chair will make the final decision.

DIDD Fully Approved Behavior Analysts are eligible to request a Provider Agreement for independent practice of behavior analysis. Independent practice is not available to Behavior Specialists, and no agency shall be approved to provide Behavior Specialist services without also having a Behavior Analyst to provide supervision.

Checklist of Items That Must Be Attached to a BA/BS Application

Incomplete Application will not be processed. Ensure that documents are provided in the order prescribed in this checklist.

- _____ A signed, current application form has been submitted.
- _____ Current BCBA-D, BCBA, BCaBA certificate **OR** license for a profession that includes behavior analysis in scope of practice. For other professions, you must provide documentation that you have coursework and supervised experience equivalent to that required for BACB certification.
- _____ Clinical work samples that demonstrate your ability to provide behavior analysis services. Please include the following:
 - _____ A Functional Behavior Assessment, Behavior Services Assessment Report, or Annual Update written by the applicant.
 - _____ A Behavior Intervention Plan or Behavior Support Plan written by the applicant.
 - _____ Two Progress Notes or Clinical Services Monthly Reviews written by the applicant.

Persons requesting to establish a provider agreement for independent practice must submit additional information.

- _____ A sample of the informed consent form that will be used to grant authorization for you to share information with other providers who will provide backup during absences.
- _____ A signed Memorandum of Agreement that outlines the responsibilities of providers who will provide backup during absences.
- _____ Three (3) signed letters of professional references. The letters should contain specific information on the type of behavior services you have provided and the quality of these services and the author's opinion regarding your suitability for independent practice. The letters should also contain current contact information for the person completing the reference.

Persons requesting approval as a Behavior Specialist (Temporary) must submit the following.

- _____ Evidence that six hours of graduate coursework in behavior analysis have been completed with a satisfactory grade.
- _____ A signed Memorandum of Agreement with a supervisor who will take responsibility for your work.